

Murray City
Miscellaneous Plan Submittal Requirements

Name of Applicant _____ Permit # ____ - _____
Building Address _____ Phone # _____

In order to expedite your plan review, please check your plans and application to be sure the following information has been provided. [When each of the following items has been checked by you, sign the bottom of the form and have the Building Department verify that all needed information is included.](#) Submit this form with your application, plan review deposit and **two sets of plans** for Building Department review. **NOTE: APPLICATIONS FOR BUILDING PERMITS WILL NOT BE ACCEPTED FOR PLAN REVIEW UNTIL THE SUBMITTAL IS COMPLETE.**

***Community Development Approval**

____ Approval signature from Planning and Zoning

***Project Completion Deposit** (refunded after final inspection approval)

____ Project completion deposit of \$500.00 for: pole, monument signs, sunrooms and swimming pools.
____ Project completion deposit of \$1,000 for off premise signs (billboards)
____ N/A for buffer walls, roof conversions, patio awning, decks, carport and cell towers.

***Building Permit Application**

____ Contractors name, phone number, address, and contractors state license number for general, electrical, plumbing and mechanical. Attach copy of license
____ Type of improvement
____ Estimate of valuation
____ Signature of owner, contractor or authorized agent

Off Premise (Billboard) and on Premise Pole Signs

* ____ Site plan showing sign location, property frontage and sign setbacks from property lines and sidewalks
* ____ Specify if this is an off premise sign
____ Sign dimensions including distance from grade
____ Stamped, signed and dated structural engineers calculations for pole type signs (designed for 90 mph, exposure B and maximum soil bearing of 100 psf) or provide stamped and sealed soils report
____ Column dimensions and material
____ Soils report

***Attached Signs**

____ Site plan showing location on building, and sign(s) dimensions
____ Electrical requirements and connections
____ Size and type of attachments to building
____ Type of surface/structure to which sign will be attached

***Buffer Walls**

____ Site plan, wall height, material, footing size and reinforcement

***Roof Conversion**

- ___ Site plan indicating setbacks from all structures to property lines
- ___ Location and description of existing bearing walls etc
- ___ Complete framing details
 - ___ Rafter size, spacing and blocking
 - ___ Connection of rafters to existing roof at eaves
 - ___ Size and location of Purlins and Struts
 - ___ Grade and species of lumber to include size
- ___ Roof Sheathing size and grade and type of roofing material
- ___ Attic Access, Attic Ventilation
- ___ Plans drawn to scale (1/8" or larger)

***Re-Roof- Shingles etc**

- ___ Type of shingle or other roofing material
- ___ Underlayment
- ___ Flashing
- ___ Please provide valuation including labor and material cost

***Patio Cover, Deck, Carport and Sunroom**

- * ___ **Site plan** showing existing structures on property, location and size of new cover, deck or carport and distances from property lines and other structures to new construction.
- ___ Enclosing an existing patio, deck or carport requires a site plan.
- ___ Framing details with grade and species of lumber
 - ___ Rafter size, spacing and spans
 - ___ Joist size, spacing and spans to include decking material
 - ___ Grade and species of lumber to include size
 - ___ Footing size and reinforcing
- ___ Roof sheathing size and grade
- ___ Roofing material
- ___ Stair and guardrail details for decks
- * ___ Detached carports require stamped and sealed engineers calculations
- ___ Plans drawn to scale (1/8" or larger)

***Swimming Pools**

- ___ Site plans showing location of pool in relation to existing structures and property lines
- ___ Location of overhead utilities and height above grade
- ___ Dimensions of pool
- ___ Details of reinforcement and structural calculations
- ___ Electrical plan
- ___ Indication of 6 foot fence with self closing gate
- ___ Energy conservation requirements indicated
 - ___ Pool heater shall have an on off switch
 - ___ Heated pools shall have cover required
 - ___ Time clock required for pump operation

My signature below indicates that I have carefully reviewed the submitted plans and verified all of the items above have been included. **I understand that failure to provide any needed Information at this time will delay the processing of my permit.**

* _____
Applicants Signature Date

* _____

Building Inspection Division

Date